

## **Registration of Principal officer**

Please refer to the FIU-IND's O.M. No. 9-29/2011-FIU-IND dated 31st March 2011 releasing the reporting formats under Project FINnet (copy available on the FIU-IND website). The FINnet portal can be accessed at <https://finnet.gov.in>.

Refer section 4.1 of the FINnet Gateway User guide. The steps in registration are given below:

1. Click Register New User on login page to go to Search Reporting Entity page.
2. Enter FIU Reporting Entity ID (FIUREID).
3. Click Search to display search results.
4. Click the FIUREID link to display Reporting Entity details.
5. Click on Select this reporting entity to move to next stage.
6. Submit the details for the registration of the principal officer. After registration, a FINnet registration request with “user registration request number” is generated.
7. The FINnet registration request form should be printed and signed by the principal officer and the supervisor to the principal officer along with the official stamp.
8. Send the signed and scanned copy of the request form to [ctrcell@fiuindia.gov.in](mailto:ctrcell@fiuindia.gov.in). Paper/ hard copy may be posted to Director, Financial Intelligence Unit-India, 6<sup>th</sup> Floor, Hotel Samrat, New Delhi 110021. Envelope containing the Registration request should be superscribed as “PO Registration Request”